



**JFHQ, HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288**
SPC Sharon Ramsey, (410) 576-6052, (410) 576-6108
<mailto:HROJOB@mdbalt.ang.af.mil>



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| VACANCY ANNOUNCEMENT NUMBER | #05-213 |
| POSITION: | Human Resources Assistant-Military (Incentive Bonuses), GS-0203-07, PD# 70541 SALARY: GS-07 - \$35,452 to \$46,088 (Steps 1-10) per annum and full range of benefits. Relocation expenses will not be paid. |
| DUTY LOCATION: | JOINT FORCE HEADQUARTERS (ARP) Fifth Regiment Armory 29th Division Street Baltimore, Maryland 21201-2288 |
| OPEN PERIOD: | OPENING DATE: 22 September 2005 CLOSING DATE: 21 October 2005 The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated. |
| WHO MAY APPLY: | This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to current enlisted members of the Maryland Army National Guard and those eligible for membership. |
| DUTIES: | Serves as a final reviewer of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility; retirement eligibility; and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Researches and obtains all necessary relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Insures completeness and proper forwarding of records to appropriate board. Provides advice and guidance to other personnel on actions in areas of expertise, as well as, advice, instructions, and interpretations, as needed, to lower echelons. Serves as the primary point of contact, coordinator, and advisor for questions regarding Casualty Assistance. Provides assistance to family members by advising them of the deceased member's entitlements and provides information or assistance. Performs other duties as assigned. |
| QUALIFICATIONS REQUIRED: | <u>General Experience (GS-07):</u> Clerical or administrative experience, education, and/or training which provided the applicant with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs. <u>Specialized Experience (GS-07):</u> Must possess 12 months of the following type of experience: Experience in one or more areas of military/civilian personnel operations. Experience in processing various personnel forms, records, and reports (i.e., performance appraisals, incentive awards, benefits forms, personnel actions, etc). Personnel/administrative experience that include providing guidance, assistance and advice relating to personnel functions, and the ability to adapt them to meet the unique organizational, staffing, management and mission requirements of the Maryland National Guard. Knowledge of AFCOS System is a plus. <u>Physical Effort:</u> The work is primarily sedentary, although some slight physical effort (walking, standing, bending, and carrying of light objects) is be required. <u>Military Compatibility:</u> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: CMF: 71L; MOS: 42 A/L |
| BASIS FOR RATING: | <u>Substitution Of Education for Specialized Experience:</u> A maximum of 6 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of one academic year of study for 6 months of experience. The education must have been in fields directly related to the type of work of the position (i.e., English composition, public administration, personnel administration, statistics, psychology, or other courses where primary emphasis is on writing skills). |

TECHNICIAN VACANCY ANNOUNCEMENT #05-213

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| | <p>APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.</p> |
| KSA's (Knowledge, Skill, & Ability) | <p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <ul style="list-style-type: none"> (a) Basic knowledge of military/civilian personnel practices; (b) Ability to work effectively with subordinates who have a variety of background and training; (c) Knowledge of processing personnel actions; (d) Knowledge of and the ability to read, interpret and apply a variety of regulations; (e) Ability to communicate both orally and in writing; and (f) Experience preparing reports using data from various source documents and preparing reports according to prescribed guidelines. |
| HOW TO APPLY: | <p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p>Complete, assemble, sign and send the following:</p> <ul style="list-style-type: none"> (1) A OF 612, or SF 171, or a resume with the information requested on HRO Guidance, or MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>) and OF 510 (<i>Applying for a Federal Job</i>) can be reviewed for further reference. (2) Applicable Documentation requested in the Announcement. (3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, Rank, MOS/ AFSC and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her. (4) Federal Technicians (current and prior) need to supply highest previous grade and step. (5) You are allowed to email applications or resumes. (6) APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED. <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p> |
| INFORMATION FOR CURRENT OR FORMER MILITARY PERSONNEL: | <p><u>MILITARY SERVICE (IF APPLICABLE):</u> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed and (f) current unit of assignment.</p> <p><u>CREDITING EXPERIENCE:</u> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.</p> |
| SPECIAL NOTE: | <p>SPECIAL NOTE: BASED UPON THE DECISION OF THE INCUMBENT TO EXERCISE THEIR RE-EMPLOYMENT RIGHTS, SELECTION MAY BECOME PERMANENT WITHOUT FURTHER COMPETITION. A NEW EMPLOYEE (IF SELECTED) WILL BE APPOINTED AS AN EXCEPTED TEMPORARY INDEFINITE TECHNICIAN. A CURRENT PERMANENT EXCEPTED MARYLAND ARMY NATIONAL GUARD TECHNICIAN (IF SELECTED) WILL REMAIN A PERMANENT EMPLOYEE. THE SELECTEE MAY BE REQUIRED TO VACATE THE POSITION IF THE INCUMBENT RETURNS.</p> |

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The Maryland National Guard is an Equal Opportunity employer. Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements.

Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.